



The Staff Development Institute

Lexicon

Newsletter for Adult Education Staff Development

SDI to Deliver "On Common Ground"

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CONFERENCES

CCAIE (North Coast)-
Napa Valley, February 25

Distance Learning 2000-
Mission Valley, San
Diego, February 28 -
March 1

COABE-Chicago,
Illinois, March 5-8

CATESOL-Sacramento,
April 6-9

CCAIE-Fresno, May 5-6

On Common Ground, a set of videos developed by Intellicom and funded by a consortium of states, including California, offers curriculum materials for citizenship and government instruction at the upper ESL and high school student level. Developed by Intellicom, who also produced the *Crossroads Cafe* video and print materials, these tapes are centered around situations which present the major elements of the constitution in a dramatic fashion. A set of the videos will be available to each federally funded adult school, community college, and library literacy program by OTAN early this spring. At the same time, half day workshops will also be offered, one in each of the Regional Resource Center areas, to present models for the use of the materials.

1998-99 Program of Excellence Eastside Adult Education English as a Second Language Program

The East Side Adult Education English as a Second Language Program in San Jose focuses on making quality education accessible to all students. Significant effort has been made to acquire and use resources to meet diverse student needs and to remove obstacles to learning.

Community Resource Teachers circulate to ten school sites to help students deal directly with obstacles they face, from filling out immigration forms to accessing community agencies for legal assistance. Student council representatives from all class levels

LOCATIONS and DATES:

Sacramento- March 21
MAEP-March 25
Baldwin Park - March 31
Sweetwater - April 7
Merced - April 11
Santa Ana - April 14
Northern California - April 28
Los Angeles - April 28

These workshops are designed to develop an awareness of the *On Common Ground* video and print materials and plan strategies for using the materials.

For further information about the workshops, contact your California Regional Resource Center. CRRC information is listed on the following pages.

meet monthly and provide a forum for real-life language use. Every two weeks, site resource teachers, clerical representatives, and management meet as a team to consider student council input and other program issues. Program improvements which have directly resulted from this process include more efficient student placement, comprehensive assessment for student promotion, improved lighting and parking, and landscaped campuses.

A priority for students *and* staff is increased access to technology,

**ONLINE RESOURCES
FOR
ADULT EDUCATORS**

**English as A Second
Language Sites**

What can I find at EFL.NET? ComAudio is the easy way to increase your understanding of spoken English. With ComAudio, news items, features, poetry, and songs are played while the corresponding text is displayed on your screen. If you're not sure what a word means, just click on it and a description will appear. After listening to the item, you can try a quiz or play hangman. Best of all, new items are continually being added and you can download them and the ComAudio program at <http://www.efl.net>

TEFL/TESL Classroom Activities-Many of these activities are used around the world wherever people teach languages. They can be extremely valuable in introducing dynamism and reinforcing the points that you, the teacher, have taught. Most can be modified in any way you see fit - and often students will change them or show you new possibilities. They are printer-friendly. <http://www.tefl.net/>

English as a Second Language/Seattle Central Community College, Basic Studies by Tice-Deering <http://seaccd.sccd.ctc.edu/~ticedeer/>

The above sites do not necessarily represent the views of SDI.

**1998-99 Program of Excellence Eastside Adult Education
English as a Second Language Program (cont.)**

particularly to computer labs and the Internet. Eighty-three percent of classes have access to ESL computer labs today, but by the end of the year, laptop computers will increase access to over ninety percent. ESL teachers are encouraged to use district voicemail and e-mail, along with computers and video, and to integrate a variety of instructional media in language instruction.

This Spring, Internet training is being

delivered by a Silicon Valley partner. Other business partners have helped students apply for jobs, prepare for interviews, and become better employees. Up to 100 community members and local university students have volunteered annually in ESL classrooms since 1988. A vital partnership with the district CBET Program has made distance learning available to families.

Contact: Judy McCoy, (408) 254-8110

Adult Education Leadership Applications in the Mail

Since 1985 over 450 of our leading adult educators have participated in this Leadership Training Program. The program focuses on skills that assist participants to be effective leaders in their agencies. Participants will learn to apply Quality Leadership skills in adult education, utilize case-study teams to deal with contemporary problems, network with other adult education administrators, and become more effective advocates for adult education. This, we believe, will lead to systemic changes and improvements in our adult education programs.

This one year program involves five training days: the day before the Fall ACSA Adult Education Conference, three consecutive days in January, and the day prior to the Spring CCAE State Conference. Attendance at all five days is required to complete the program.

The training will focus on the "Nuts and Bolts" of Adult Education. Management development topics such as concepts relating to quality service, customer focus and satisfaction, team building and team effectiveness, interactive communication skills, reaching consensus, collaborative problem solving techniques, and a continuous

improvement process will be covered. Numerous opportunities will be provided for networking with other adult education administrators and representatives from CDE, CASAS, OTAN, CDLP, and t SDI. Between training sessions, participants will be expected to implement the learned skills through team building and problem solving activities at their own sites. Participants will be encouraged to visit other programs, shadow administrators and publish articles to advocate for adult education programs.

Participants will also form on-line case study teams to share research and discuss ideas. This effort will deal with statewide issues and problems in adult education or on local district concerns.

Those who complete the program, which includes applying leadership skills at their own sites and submitting reports on their projects, will be recognized at the Fall 2001 ACSA Adult Education Conference.

The application will be mailed out February 1. Watch for it and apply or nominate a candidate for this exciting and rewarding adult education opportunity. Call SDI for details, (800) 488-1788.

CALIFORNIA REGIONAL RESOURCE CENTERS News



CBET and Citizenship

Baldwin Park: The Baldwin Park Regional Resource Center has two CBET program series available for checkout. Oxford University Press offers a CBET packet and Pearson Education Supply is featuring the "Family English Learning Program" (sets I and II). These can also lend themselves to the distance learning component of CBET. In addition, our family literacy collection may suggest choices to help parents improve their tutoring skills.

June is the month that the BPACE program celebrates the new citizenship of former ESL/Citizenship students. A special ceremony is planned with guest speakers, music, and awards. These students prepared for the INS examination and interview by studying with the valuable books, audio tapes, and videos we house in our center. We invite our regional members to take a look at our citizenship collection and consider the possibility of incorporating them into their programs. Our video collection covers topics such as voting, filling out the INS form, history, biographies, and touring Washington D.C.

MAEP/San Jose: The implementation of CBET classes is as unique as the districts themselves. Partnering with adult education programs is, however, a commonality. Everyone is bringing expertise "to the table" to create classes that meet the needs and fulfill the law.

Sometimes this is a challenge, but good things are happening. Parents and other community members are learning the language, learning about community resources, learning how to be better family members, learning how to interact with school district personnel, and learning how to help children learn.

The MAEP California Regional Resource Center has acted as a facilitator of information and resources.

Merced: CBET is on the minds of a great number of educators in the Central Valley. In response to the needs of the region, Merced Regional Resource Center has sponsored several workshops addressing CBET issues. At our last training we decided to form a networking group. If you are interested in joining us on February 23 in Fresno, please call Tina Fredette at (209) 385-6545.

Northern California: Does your program include a citizenship or CBET (Community-Based English Tutoring) component? Would you like to get together with other providers in our region who have these types of programs? Give us a call. We are bringing together workgroups on specific program areas, like these, to help providers share ideas and support each other.

If Citizenship is your interest, the Northern California Literacy Resource Center materials include the Good Citizenship Library from Steck-Vaughn. CBET program ideas are available summarizing those shared at last years CATESOL Conference. We also have various materials on tutoring such as Literacy Solutions Tutoring Techniques, and information on READ*WRITE Now and The R.I.F. (Reading Is Fundamental) program. If you have questions, give us a call at (530) 934-9656.

CALIFORNIA REGIONAL RESOURCE CENTERS

<http://www.sdi.ca.gov/crrc>

Baldwin Park Adult and Community Education
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The Staff Development Institute

CALIFORNIA REGIONAL RESOURCE CENTERS News **CBET and Citizenship (cont.)**

Sacramento: CBET: The Sacramento Regional Resource Center has a lot of materials for instructors of CBET classes. Some of the more popular items include the following video programs: *Supporting Your Beginning Reader*, *Reading To Your Children*, *Reading and Study Skills at Home* (English and Spanish) which can be checked out (or mailed out) and the following: *Family Reading- An Intergenerational Approach to Literacy* (includes Teacher's Guide and Photocopy Mas-ters); *Reading with Children- A Handbook for Literacy Tutors* (includes Trainer's Guide with Handbook); *The Now and Future Parent Workbook*; *The Parent's Handbook*; *P.A.R.E.N.T.S. Curriculum Guide*, plus many, many children's books! We can also provide a workshop on "Introducing Family Literacy to your Instructional Staff",

"Making the Connection with Children's Books" and a workshop on "Internet Resources for Family Literacy". We will be having a meeting in March for CBET coordinators to share ideas and successes with each other about their programs. A flyer will be coming out soon with the exact days and times.

CITIZENSHIP: Citizenship instructors need to be aware of the change of address for the Sacramento INS office to 650 Capitol Mall, Sacramento, CA 95814 (916-498-6469). To check on the status of applications, applicants can call the National Customer Service Center. The phone number is (800) 375-5283. The Resource Center will be receiving the Easy Reader Voter Guides for the March Primary, so be watching for the forms to be sent out allowing you to order what you need for your classes!

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